



**ATRIUM**  
HOMES

The Landlord of Choice

## **Scheme of Delegation**

# Atrium Homes

## Scheme of Delegation

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<b>Compliant with Scottish Housing Regulator’s Regulatory Framework:</b>	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 6.1, 7.2
<b>Compliant with Tenant Participation Strategy:</b>	N/A
<b>Compliant with Equal Opportunities:</b>	Yes
<b>Compliant with Business Plan:</b>	N/A
<b>Date Approved</b>	November 2023
<b>Date for Review:</b>	November 2026 or earlier if required by changes in legislation or guidance, or if the Governing Body sees fit
<b>Responsible Officer:</b>	Chief Executive
<b>The Scheme of Delegation has a direct link to the following Atrium policies and procedures:</b>	Atrium’s Rules and Membership Policy Codes of Conduct for Staff and Board Members Standing Orders of the Governing Body and Sub-Committees Role Descriptions for Governing Body Members, Chair and Vice Chair Remits for Finance, Audit & Staffing, Investment and Operations Sub-Committees Procurement Policy Data Protection Policy Financial Regulations Internal Financial Procedures Risk Management Policy There is also an indirect link to all policies and procedures of the organisation

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### 1. Introduction and purpose

The details of the operation of the Governing Body are laid down within the Articles of Association of the Company as well as by statute and guidance on good practice. The Company is a company limited by guarantee (registered number SC190351), a registered social landlord (registered number 305) and a registered charity (registered number SC028506). This means that there are a number of statutory and regulatory guidelines which the Board must consider in its business dealings.

The purpose of this document is to summarise the key authorisation structures for the organisation which are detailed in the following documents:

- Atrium's Rules and Membership Policy
- Codes of Conduct for Staff and Board Members
- Standing Orders of the Governing Body and Sub-Committees
- Role Descriptions for Governing Body Members, Chair and Vice Chair
- Remits for Finance, Audit & Staffing, Investment and Operations Sub-Committees
- Financial Regulations
- Procurement Policy

This guidance does not purport to take precedence over or replace the details of the above documents and, in the case of conflict, the provisions in the documents above must be applied.

### 2. Decision-making and approval structures

The above documents set out in detail the responsibilities of the Board, Sub-Committees and the organisation's senior staff.

Included at Appendix 1 is a matrix which summarises responsibilities for high level organisational matters.

Detailed authority levels operated within the organisation's teams on a day to day basis are included in the Financial Regulations and the Internal Financial Procedures.

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Appendix 1

SCHEME OF DELEGATION	Board	Sub-Committee			CX	Director	Manager
		FASSC	ISC	OSC			
Mission, Vision and Values	Approve				Advise / Implement		
Business Strategy and Long-term Plans	Approve				Advise / Implement		
Identification of Strategic Risks and monitoring of mitigation	Approve	Review	Review	Review	Advise / Implement		
Regulatory and Legal compliance	Approve	Review	Review	Review	Advise / Implement		
Governance and Employer Responsibilities	Approve	Review			Advise / Implement		
<b>Development, acquisition, regeneration and asset management (incl reactive repairs)</b>							
Strategy and policy setting			Approve		Advise / Implement		
Monitoring implementation of strategies and policies			Approve		Advise / Implement		
Monitoring procurement and performance			Approve		Advise / Implement		
Monitoring expenditure and VfM			Approve		Advise / Implement		
Monitoring key risks to the above and taking steps to mitigate			Approve		Advise / Implement		
Monitoring tenant & resident safety and quality compliance	Review		Approve		Advise / Implement		

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Appendix 1

SCHEME OF DELEGATION	Board	Sub-Committee			CX	Director	Manager
		FASSC	ISC	OSC			
<b>Housing Management, customer care and customer engagement</b>							
Strategy and policy setting				Approve		Advise / Implement	
Monitor implementation of strategies and policies				Approve		Advise / Implement	
Establish performance indicators and targets				Approve		Advise / Implement	
Monitor performance against targets				Approve		Advise / Implement	
Monitor key risks to the above and taking steps to mitigate				Approve		Advise / Implement	
<b>Finance (incl Treasury), Audit, ICT, GDPR, Risk Management and Employer functions</b>							
Strategy and policy setting		Approve				Advise / Implement	
Selection of external and internal auditors	Review	Approve				Advise / Implement	
Review and recommend annual budget incl cashflow	Review	Approve				Advise / Implement	
Consider additional borrowing requirements	Review	Approve				Advise / Implement	
Monitor performance against budget	Review	Approve				Advise / Implement	
Review Annual accounts and auditor's management letter	Review	Approve				Advise / Implement	
Monitor Treasury Management		Approve				Advise / Implement	
Approve Internal audit remits and reports		Approve				Advise / Implement	
Monitor staffing, attendance, training, etc		Approve				Advise / Implement	
Adjudicate on interpretation of T&Cs referred by CX		Approve				Advise / Implement	
Approve GDPR notices and Retention Policy		Approve				Advise / Implement	
Receive annual reports on application of Retention Policy		Approve				Advise / Implement	
Approve authorised signatories for financial transactions		Approve				Advise / Implement	
Strategic and Operational Risk Registers and mitigating controls	Review	Approve				Advise / Implement	